Cape Peninsula University of Technology

CONFERENCE COMMITTEE (CONFCOM) CHECKLIST

1. Applicant Eligibility

☐ CPUT staff: Permanent or 2-year contract, with 2 years of completed service.
☐ Holds a master's degree (minimum) and registered for doctorate.
☐ CPUT-funded fellow: Not externally funded.
☐ Submitted one application.
☐ Postgraduate student: Progressed beyond proposal stage or thesis submitted for examination.
☐ First-time applicant.
☐ Meets research output requirement if previously funded.

2. Conference Eligibility

☐ Conference meets **DHET subsidy criteria** (see section 5 in ToR).
☐ Peer-reviewed full proceedings / accredited journal.
☐ Conference has editorial/scientific committee with multi-institutional membership.
☐ Valid ISBN/e-ISSN.
☐ Authors' affiliations stated.

3. Funding Criteria

☐ Secured **one-third (1/3)** of total funding from other sources.
☐ Requested funding is within limits:
☐ Up to **R30,000** for **national.**
☐ Up to **R60,000** for **international.**
☐ Virtual: limited to **registration fee** (subject to invoice).

4. Required Supporting Documents

☐ Ethics clearance letter/certificate from Faculty-based ethics chairperson.
☐ If ethics not applicable: official confirmation from Faculty Research Ethics Chairperson.
☐ Letter of paper acceptance from conference organisers.
☐ Full copy of the paper to be presented.
☐ Applicant listed in **conference programme** (if not available at application, submit upon receipt)
☐ **Detailed budget**, including quotes for:
☐ Conference registration.
☐ Visa (if applicable).
☐ Flights.
☐ Accommodation.

☐ Land travel (through CPUT travel agent only).
☐ Progress report signed and dated by supervisor (postgraduate students only).
☐ Proof of current **registration** (postgraduate students).
☐ CPUT online **special leave approval** (staff only).
☐ Proof of **DHET conference compliance** (criteria in section 5 of ToR).

5. Submission Process

☐ Completed application submitted on **Converis Grant Management System**
☐ All supporting documents uploaded.
☐ Application reviewed and endorsed by **Department or Faculty Research Coordinator.**
☐ Status updated to **"Submitted for Approval"** by DRD deadline.
☐ Application submitted **before closing date.**